



Partnership Roles & Responsibilities

Roles And Responsibilities In TDSB Educational Partnerships

Responsible, Accountable, Consulted, Informed (RACI Matrix)

Definitions:

Responsible - The person/s who do the work to execute the task; who are responsible for the activity and have limited decision-making authority.

Accountable - The person/s who are accountable for the correct and thorough completion of the task; who are ultimately answerable for the activity and all decisions.

Consulted - The person/s who provide information for the task, and with whom there is a two way communications.

Informed - The person/s who are kept notified on the progress of the task, and with whom there is one-way communication.

TASKS	ROLES							
	Partner Contact	TDSB Contact	Partner Signing Authority	TDSB Signing Authority	Partnership Advisory Committee	Partner Program Staff/ Volunteers	TDSB Review & Consultation Committee (RCC)	TDSB Educational Partnership Office (EPO)
1. Submit Partnership Proposal Form	R		A				I	C
2. Assess Partnership Proposal	I	C					A	R
3. Accept or Decline as a Partnership	I			A			R	C
4. Define terms of Partnership Agreement	C	R	A	A	I	I	R	C
5. Implement the partnership program or service	R	C			A	R	I	
6. Respond to issues/questions that arise during implementation	R	R	I	I	A	C		C
7. Convene (annual) Advisory Committee 'Meeting'	C	A			R	I		
8. Evaluate program impact and partnership success	C	A			R	I		
9. Submit completed Partnership Evaluation Form to the CPO	C	R			A			I
10. Determine the scaling up or down of the program	C	R			C		A	I
11. Recommend partnership for renewal or closure	I	R			C		A	I
12. Create agreement documents and/or closure reports	I	C					A	R